

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY

DURATIONAL ASSISTANT ECONOMIC AND COMMUNITY DEVELOPMENT AGENT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 505 Hudson Street
Job Posting No: 100323
Hours: Full Time – 1st Shift /40 hours/week
Salary: AR 19 \$51,061 - \$64,973
Closing Date: February 14, 2012

Eligibility Requirement: Candidates must have applied for and passed the Assistant Economic and Community Development examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Perform a limited range of duties and coordination of economic, trade and export promotion activities and programs; assist in project management activities; provide technical assistance with grant applications; assist with activities related to trade missions and trade shows and conferences, including but not limited to international air shows, medical technology trade fairs, and fuel cell expositions; assist with preparing export topic materials; assist with developing, coordinating, marketing and conducting seminars, workshops, business forums, and conferences; assist with coordinating, reviewing and tracking documents and payments through departmental approval processes in conformity with statutory and regulatory requirements; assist with coordinating export promotion assistance with other agencies and organizations; assist in collecting, reviewing and reporting export data; assist in preparing letters, financial, statistical, technical and administrative reports as needed; may act as a liaison between businesses, financial or trade related organizations, and other government agencies; may assist with protocol duties for international visitors, diplomatic corps and foreign delegations; may assist in management of Connecticut's sister-state relationships; may monitor and support activities related to negotiated agreements; may monitor work performance and consultants; may review plans, proposals or programs to ensure compliance; performs related duties as required.

Knowledge, Skills and Abilities:

Knowledge of local, state and federal economic, development programs and resources; knowledge of budgetary and financial principles and practices; some knowledge of economic development principles and practices; some knowledge of local, state and federal laws, regulations and policies relating to economic development; some knowledge of word processing, spreadsheet and database management software; some knowledge of economic development and trade and export promotion assistance programs and financing; some knowledge of public relations principles; interpersonal skills; oral and written communication skills; ability to maintain records and prepare reports.

Special Requirement:

Must have or be able to obtain a valid Passport; Travel is required

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a State of Connecticut Application for Examination or Employment (CT-HR-12). In addition you must submit a cover letter and a resume. The CT-HR-12 can be downloaded from the DAS website. Please reference **Job Posting No. 100323**. Applications not received or postmarked by the closing date at the top of this job posting will not be considered. Applications with missing or incomplete material will not be considered. Remember to sign and date the CTHR-12 (typed signature acceptable). **Submit via mail to:**

**Department of Economic and Community Development
Human Resources Division
505 Hudson Street
Hartford, CT 06106**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.